

BY ORDER OF THE COMMANDER  
AIR COMBAT COMMAND (ACC)  
PACIFIC AIR FORCES (PACAF)  
US AIR FORCES-EUROPE (USAFE)  
AIR NATIONAL GUARD (ANG)

MULTI-COMMAND INSTRUCTION 11-463  
EFFECTIVE DATE: 10 MAY 1996  
  
Flying Operations  
OPERATIONS SUPERVISION

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## COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

This instruction implements AFD 11-4, *Aviation Service*. It establishes the responsibilities requirements, procedures, and training for the supervision of flying operations. This instruction applies to all ACC, PACAF, USAFE, and ACC-gained ANG and AFRES flying units except the USAF Aerial Demonstration Team (Thunderbirds) and Unmanned Aerial Vehicle Squadron (UAV) SOF programs (for ANG when published in ANGIND2 and for AFRES when published in AFRESIND2).

## SUMMARY OF REVISIONS

This edition incorporates major changes to flying operations supervision. The supervision structure is explained and defined. Expands on the SOF concept to the other basic supervisory positions: OG/CC, Top-3, and Stand-by Duty Officer. The chain-of-command for decision making is clearly defined. Added definitions and explanations for different levels and types of operations. Supervision requirements for each level of flight activity is laid out in table format. In most cases, requires the SOF to be in position to monitor the final approach and landing of an IFE aircraft. For multiple MDS squadrons, requires a technical expert to be immediately available for each type of aircraft airborne. Lists responsibilities for the Logistics Group and Support Group Commanders. Directs all active duty fighter units to position the SOF in the control tower. Added supervision provisions for smaller-than-wing-size units. Directs tenant and deployed units to integrate into host unit supervisory program. OG/CC discretion is more prevalent with the lesser details of the program. Fully understanding, incorporating, and executing the provisions of this instruction requires those responsible for all or part of the supervision program to read the entire publication.

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## TABLE OF CONTENTS

Paragraph	Page
1. General .....	3
2. Operations Supervisors.....	3
3. Supervision Requirements .....	3
3.1. Types of Operations.....	3
3.2. Minimum Supervision Requirements.....	3
4. Responsibilities of Supervisors .....	3
4.1. Operations Group Commander .....	3
4.2. Supervisor of Flying .....	4
4.3. Top-Three .....	4
4.4. Stand-by Duty Officer.....	4

5. Responsibilities of Other Key Unit Personnel .....	5
5.1. Wing/Unit Commander .....	5
5.2. Support Group Commander .....	5
5.3. Logistics Group Commander .....	5
5.4. Squadron Commander .....	5
6. Handling of In-Flight Emergencies .....	5
7. CONFERENCE HOTEL Procedures .....	5
8. SOF/ATC Relationship .....	5
9. Duty Hours .....	6
10. SOF Duty Location .....	6
11. SOF Equipment .....	6
11.1. Communication Equipment .....	6
11.2. Weather Equipment .....	6
11.3. SOF Vehicle .....	6
11.4. Checklists .....	6
11.5. Binoculars .....	7
11.6. Publications .....	7
12. SOF Qualification .....	7
13. SOF Currency/Recurrency .....	7
14. SOF Upgrade Program .....	7
15. SOF Continuation Training .....	8
16. Provisions for Smaller than Wing-Sized Units .....	8
17. SOF Program Administration .....	8
18. Unit Supplement .....	8
19. Waivers .....	9

## **TABLES**

Table 1.1. Minimum Flying Unit Supervision Requirements .....	10
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## **ATTACHMENTS**

Attachment 1. SOF Procedural/Emergency Checklists .....	11
Attachment 2. CONFERENCE HOTEL Procedures .....	12
Attachment 3. SOF Checklist Guide .....	16
Attachment 4. List of Acronyms and Abbreviations .....	17

**1. General.** The basic supervision structure for flying operations consists of the Operations Group Commander (OG/CC), the Supervisor of Flying (SOF), and the Squadron Supervisors: Top-Three (Top-3) or squadron Stand-by Duty Officer (SDO). The chain of supervision begins with the OG/CC and the SOF, down to the individual squadron supervisors. Specific duties and responsibilities of each are defined later in this instruction. Paragraph 3 specifies the requirements for each position.

## **2. Operations Supervisors.**

2.1. **SOF.** When on duty, the SOF is the direct representative of the OG/CC and is the focal point for command and control of flight operations. The SOF is a wing-level position and is the OG/CC's representative over-seeing flight operations. Decision authority is delegated to this position to accomplish the mission.

2.2. **TOP-3.** The squadron TOP-3 consists of the Squadron Commander (SQ/CC), the Operations Officer, and Assistant Operations Officers (ADO). During local flying operations, a TOP-3 will always be immediately available to the OG/CC, the SOF, command and control personnel, or other supporting agencies to respond to any current operations issues requiring time-sensitive answers, decisions, and/or actions. For the purpose of this instruction, senior Flt/CCs may act as the Top-3 when availability of other supervisors is limited.

2.3. **Stand-by Duty Officer (SDO).** The SDO is necessary when the squadron has on-going off-station operations. The SDO is any qualified squadron member who has the authority to make ops-related decisions and recommendations. When on duty, the SDO will be available to the OG/CC, the SOF, command and control personnel, and other supporting agencies to respond to squadron operations issues.

**3. Supervision of Flying Operations.** All levels of flight operations may not require each supervisory position to be manned. A squadron-level supervisor is always required (Top-3/SDO), but other factors enter into the decision if the wing-level SOF position should be manned. Table 1.1 outlines the minimum supervision requirements.

3.1. **Types of Operations:** Classifying types/levels of flight activity is the basis for designating minimum supervision requirements. The following are definitions for types of operations that are used in Table 1.1, Minimum Flying Unit Supervision Requirements.

3.1.1. Daily Flying Operations. Normal or surge operations at the unit's home station (this does not include other types of operations defined below).

3.1.2. Reduced Flying Operations. Operations, scheduled or unscheduled, that occur when *majority* of the unit is not flying. Under these conditions OG/CC may direct that the wing-level SOF position is not required.

3.1.3. Off Station Sorties. Missions/sorties that do not takeoff and land at home station.

3.1.4. Out of local area operations: Missions that take off and land at home base but operate outside the local area for extended periods of time. These missions usually have primary emergency landing fields other than home base.

3.1.5. Deployment/Re-deployment. The departure from home station to another location or return to home station from another location.

3.1.6. Deployed Operations. Flight operations away from home station that are part of a deployment, exercise or contingency.

3.1.7. Cross Country Departures/Returns. Aircraft departing or returning to home station for other than a deployment, exercise or contingency.

3.2. **Minimum Supervision Requirements.** Table 1.1 outlines the minimum supervisory positions each type of operation requires. The OG/CC may impose additional requirements depending on local circumstances.

## **4. Responsibilities of Supervisors.**

4.1. **Operations Group Commander.** (For the purposes of this instruction, the term Operations Group Commander also refers to the designated representative.)

- 4.1.1. Responsible for the implementation and execution of the SOF program.
- 4.1.2. During local flying, be immediately available to the SOF for consultation.
- 4.1.3. Ensures tenant flying units use host/tenant MOA/LOA to avoid duplication of effort, where appropriate.
- 4.1.4. Final approval authority for unit supplement to this instruction.
- 4.2. Supervisor of Flying.
  - 4.2.1. Will be on duty when required by Table 1.1.
  - 4.2.2. Responsible to the OG/CC for monitoring and supervising all phases of unit flying operations and will provide advice, assistance, and recommendations to aircrews, supervisors, command and control personnel, and support agencies regarding the safe and efficient conduct of flight operations.
  - 4.2.3. Safety is the first priority of the SOF. If safety is an issue, the SOF has the authority to direct appropriate actions, on behalf of the OG/CC, to correct/prevent unsafe situations.
  - 4.2.4. Prior to the first launch, the SOF will ensure the airfield status is suitable for safe operations IAW Air Force, MAJCOM and local directives.
  - 4.2.5. During an emergency or an abnormal situation the SOF will provide pilots with timely advice and assistance to determine a correct course of action to safely recover the aircraft.
  - 4.2.6. The SOF will be in a position to visually monitor the final approach and landing of IFE aircraft. If unable, the SOF will direct another highly qualified aircrew member to be in position to monitor the landing and provide needed assistance or guidance (Not required for ARC units at civilian fields).
  - 4.2.7. The SOF will closely monitor the status of primary and emergency airfields and inform aircrews of changes that may affect flight operations.
  - 4.2.8. During periods of deteriorating weather conditions, the SOF will assist pilots and controllers with the recovery of airborne aircraft. When the situation permits, the SOF will pass PIREPS to base weather facility for dissemination to other base organizations. The SOF will determine suitability of, assign, and monitor weather alternates. When applicable, the SOF will suggest runway changes to the ATC watch supervisor or senior controller.
- 4.3. TOP-3.
  - 4.3.1. Be on duty when required by Table 1.1.
  - 4.3.2. Be immediately available to assist the SOF.
  - 4.3.3. When the SOF is not qualified in the distressed aircraft, the TOP-3 is the primary source of technical assistance. At the SOFs direction, the TOP-3 or other highly qualified individual will report to the SOF's duty location during an abnormal situation/recovery.
  - 4.3.4. For multiple MDS squadrons: If the SOF and Top-3 are not qualified in the type of aircraft airborne, the Top-3 will schedule a highly qualified crewmember to be immediately available for aircraft technical assistance.
  - 4.3.5. Will ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.
- 4.4. Stand-by Duty Officer (SDO).
  - 4.4.1. Be on duty when required by Table 1.1.
  - 4.4.2. Will be available by telecon or radio to respond to any current operational issues requiring time-sensitive answers, decisions, and/or actions.
  - 4.4.3. Will ensure the SOF is advised of any changes or deviations to the squadron's flying schedule.

## 5. Responsibilities of Other Key Unit Personnel.

5.1. Wing/Unit Commander. Responsible for an effective SOF program for all assigned and attached units and ensures other group commanders support the OG/CC when and where needed in order to execute an effective program.

5.2. Support Group Commander. Responsible for the operational status of the applicable SOF facilities/equipment.

5.3. Logistics Group Commander. Responsible for the operational status of the SOF vehicle.

5.4. Squadron Commander. Ensures a TOP-3/SDO is on duty when required by Table 1.1.

**6. Handling of In-Flight Emergencies.** The primary objective during an abnormal/emergency situation is the safe recovery of the aircrew and aircraft. Consider the following when establishing unit procedures.

6.1.1. Provisions for a single, discrete frequency for recovering an emergency aircraft. ATC and the emergency aircrew should determine when to use a single frequency approach (SFA). The SOF will have access to the SFA and should be available to crash/fire/rescue personnel to monitor the recovery.

6.1.2. The command post, or other capable agency, should function as the central source for information during an emergency, allowing the SOF to devote full attention to the emergency. This agency should notify all appropriate agencies and key personnel of an IFE and provide situation updates.

6.1.3. The prioritization of actions during concurrent emergencies/abnormal situations.

6.1.4. If not qualified in the distressed aircraft, the SOF may authorize direct communication (over discreet SOF or squadron common frequency) from the TOP-3/SDO to an IFE aircrew. Only ATC personnel may authorize direct communication over ATC frequencies, including the SFA frequency.

6.1.5. That *only* the on-scene commander, normally the fire chief, can terminate an emergency.

6.1.6. The final decision during any IFE/abnormal situation rests with the aircraft commander.

## 7. CONFERENCE HOTEL Aircraft Specific Procedures.

*(Note: CONFERENCE HOTEL is now the standard terminology for depot/contractor assistance. CONFERENCE X-RAY, ROUNDTABLE, and SKYHOOK are no longer applicable).*

7.1. These procedures make aircraft specialists accessible to the SOF/aircrew when in-flight situations pose systems-related questions that cannot be answered at the local level. See Attachment 2 for specific MDS procedures.

7.2. Specific aircraft information is located in paragraph indicated of ATTACHMENT 2.

<u>MDS</u>	<u>Para</u>	<u>MDS</u>	<u>Para</u>	<u>MDS.....</u>	<u>Para</u>
<b>A/AO-10</b> .....	A2.5.1	<b>C-27</b> .....	A2.5.9	<b>F/EF-111</b> .....	A2.5.18
<b>B-1</b> .....	A2.5.2	<b>C-130</b> (all variants) .....	A2.5.10	<b>F-117</b> .....	A2.5.19
<b>B-2</b> .....	A2.5.3	<b>C-141</b> .....	A2.5.11	<b>Helicopters</b> .....	A2.5.20
<b>B-52</b> .....	A2.5.4	<b>E-3</b> .....	A2.5.12	<b>KC-10</b> .....	A2.5.21
<b>C-5</b> .....	A2.5.5	<b>E-4</b> .....	A2.5.13	<b>KC-135</b> .....	A2.5.22
<b>C-9</b> .....	A2.5.6	<b>EC-135</b> .....	A2.5.14	<b>RC-135</b> .....	A2.5.23
<b>C-12</b> .....	A2.5.7	<b>F/RF-4</b> .....	A2.5.15	<b>T-37</b> .....	A2.5.24
<b>C-21</b> .....	A2.5.8	<b>F-15A/C/E</b> .....	A2.5.16	<b>T/AT-38</b> .....	A2.5.25
		<b>F-16</b> .....	A2.5.17	<b>U-2</b> .....	A2.5.26

## 8. SOF/ATC Relationship:

8.1. The relationship between supervisors and ATC must be based on professionalism, trust, and teamwork. SOFs are primarily concerned with the conduct of flight operations and not ATC functions.

8.2. The separation and sequencing of traffic are the responsibilities of the watch supervisors and controllers. Unless safety is an issue, the SOF will only discuss operations issues with the watch

supervisor. To promote effective and efficient flight operations, the SOF may offer air traffic control suggestions based on knowledge of the flying schedule and unique circumstances of individual missions.

8.3. Except in an emergency, the SOF will not transmit over ATC frequencies without prior coordination with ATC (this does not apply to dedicated SOF frequencies). All radio transmissions to a distressed aircrew, from other than the SOF or ATC, will be coordinated through the SOF.

## **9. Duty Hours.**

9.1. Prior to beginning supervisory duties, the SOF will meet crew rest requirements as directed by AFI 11-401, as supplemented.

9.2. Maximum duty day for SOF is 12 hours (16 hours for ARC tactical airlift and rescue units).

9.3. The SOF will be on duty in the primary duty location 30 minutes prior to first scheduled takeoff and remain on duty until the last aircraft is shut down.

## **10. SOF Duty Location.**

10.1. The OG/CC will designate primary and alternate SOF duty locations. As a minimum, they must have adequate communication equipment and the capability to monitor weather conditions. It is desirable to have a SOF duty position from which ground operations, takeoffs, landings and local traffic patterns can be observed. The designated locations must provide the SOF with timely access to a SOF vehicle and the airfield when required.

10.2. SOF Locations Not Requiring a Waiver. All other SOF duty locations need WG/CC waiver.

- Control Tower <sup>1</sup>
- SOF vehicle on the airfield
- RMU/RSU
- Unit dispatch desk <sup>2</sup>
- Command post

*Note 1--Primary SOF location for active fighter units will be in the control tower.*

*Note 2--See paragraph 16 for ARC and smaller units.*

## **11. SOF Equipment**

11.1. Communication Equipment. The equipment listed below must be functional and immediately available to the SOF.

- A dedicated multi-frequency radio (UHF, VHF, and/or HF, as appropriate) to contact airborne aircraft.
- Telephone (land-line or cellular telephone)/FM radio to contact the OG/CC, command post, squadron TOP-3/SDOs, weather facility, and ATC watch supervisors. Dedicated phone lines (hot-lines) are preferred.
- As a minimum, the alternate SOF location must be able to communicate with airborne aircraft and the command and control network and monitor ATC.

11.2. Weather Equipment. An appropriate local weather dissemination system.

11.3. SOF Vehicle. Units are required to have a dedicated SOF vehicle immediately available to the SOF and positioned to respond to emergencies, perform airfield inspections and other official purposes. This vehicle must have a flightline clearance and be equipped with a multi-channel radio capable of contacting unit aircraft and local controllers.

11.4. Checklists. Locally developed checklists will be used outlining procedures for normal and emergency procedures. The required SOF checklists are listed in Attachment 1.

11.5. Binoculars. Binoculars will be immediately available to the SOF when in the control tower, RSU/RMU or SOF vehicle.

11.6. Publications. At the discretion of the OG/CC, the SOF will have access to such items as applicable directives/instructions, aircraft T.O.s, checklists, in-flight guides, SOF read/information file, etc. If the SOF repositions to an alternate location, minimum essential equipment will be available (pre-positioned or transported).

## **12. SOF Qualifications.**

12.1. All SOF nominees will be experienced, rated officers with proven maturity, judgment, and supervisory ability. They must be MR/MC in a unit aircraft and medically qualified to fly (DNIF crewmembers may perform SOF duties when specifically cleared by a FS).

12.2. All SOFs will complete the SOF qualification/upgrade program.

**13. SOF Currency/Recurrency.** Currency for SOF duties is 90 days (180 days for ARC). To regain currency, as a minimum, accomplish a one-hour supervised tour with a current and qualified SOF.

## **14 SOF Upgrade Program.**

14.1. Squadron Commanders will nominate SOF candidates. The OG/CC will screen and review qualifications of all candidates before entry into the upgrade program.

14.2. All SOF candidates will receive an interview and briefing from the OG/CC on responsibilities, personal philosophy and expectations.

14.3. All upgrading SOFs will become familiar with airfield procedures, primary and alternate duty locations, equipment, and local support agencies. The upgrade program will emphasize operating procedures and support provided, specifically capabilities and limitations. Consider the following:

- Weather (to include forecaster duties/priorities)
- Approach control
- Tower
- Crash/Fire/Rescue
- Explosive Ordnance Disposal
- Base Ops
- Command Post

14.3. For previous qualified SOFs, the OG/CC may waive applicable upgrade requirements.

14.4. The upgrading SOF will accomplish two supervised upgrade tours (minimum of 2 hours) with a current and qualified SOF. The upgradee will act as primary SOF on his/her second upgrade tour (previous qualified SOFs require only this tour). These tours must include the following:

- Operation of all SOF equipment/radios.
- Contact procedures for aircraft and support agencies.
- A review of publications and directives available to the SOF.
- Operation of SOF vehicle (requires a flightline permit/license).
- A familiarity tour of the airfield and discussion of frequently used travel routes.
- When acting as primary SOF, the upgradee will successfully handle an IFE (actual or simulated).

14.5. All upgrading SOFs will become familiar with the performance aspects and characteristics of all base assigned aircraft.

14.6. Upgrading SOFs will accomplish an initial written examination containing a minimum of 25 questions on SOF duties, procedures, and responsibilities. Minimum passing grade is 85 percent correctable to 100 percent.

14.7. The OG/CC will review upgrade training records and certify upgradees for SOF duties.

#### **15. SOF Continuation Training (CT).**

15.1. Semi-annual SOF meetings are the usual means to accomplish CT. CCs will be involved in developing meeting agendas and all qualified SOFs are expected to attend. If unable, will review meeting minutes.

15.2. Annually, all SOFs are required to review applicable SOF directives/guidance and receive a briefing from the OG/CC on responsibilities, expectations, and commander perspective.

**16. Provisions for Smaller than Wing-Sized Units.** The provisions of this paragraph apply to single squadron operations and/or units not directly associated with a typical wing (i.e., geographically separated units/squadrons, detachments, single squadron ARC units, etc.).

16.1. If a unit operates from a location with another organization (i.e., tenant unit), integration into host unit supervisory program should be attempted if operations are compatible. These procedures will be implemented through LOA/MOAs.

16.2. In these smaller units, supervisory positions are limited based on unit authorizations. At the discretion of the OG/CC (or equivalent), more than one supervisory position may be covered by a single supervisor. However, the responsibilities of the SOF position take priority over all other duties. In these circumstances, establish procedures for others to assist with SOF and Top-3 duties/responsibilities if required.

#### **17. SOF Program Administration.**

17.1. The OG/CC will designate an OPR for the administration of the program.

17.2. The OPR will:

- Develop and administer the SOF initial training program.
- Develop and administer the SOF qualification test. This is a controlled test of at least 25 questions. It will be updated/reviewed annually.
- Retain all initial qualification and continuation training records for a minimum of one year from date of certification.
- Monitor SOF currencies and continuation training requirements (AFORMS preferred).
- Schedule semi-annual SOF meetings.
- Publish SOF meeting minutes for review by SOFs and other supervisors unable to attend.
- Develop normal and emergency SOF checklists and review/update annually.
- Update the SOF publications as required.
- Be primarily responsible for developing the wing/group supplement to this instruction.

**18. Unit Supplement.** Each wing/group will supplement this instruction to expand upon basic guidance and incorporate local procedures. Unit guidance cannot be less restrictive than the basic instruction except where specifically permitted. The unit supplement should establish or detail the following items as required:



- The unit organization with responsibility for administering the SOF program.
- The primary and alternate SOF locations.
- Supervision requirements and duty locations for FCFs.
- The use (if any), review and maintenance of a SOF Read File(s).
- (ARC units) Who, other than the Wing/CC or OG/CC, can cancel flying.
- Local procedures/checklists for SOFs.
- Procedures for deployed units to integrate into unit supervision structure.
- Procedures (beeper, phone, radio, etc.) for unit command and control personnel to contact unit supervision during flying operations.
- Local CONFERENCE HOTEL procedures.
- Procedures for documenting and correcting SOF program and equipment deficiencies.
- Top-3/SDO qualifications, currencies, upgrade programs, crew rest and maximum duty period (if any).

**19. Waivers.** The wing commander, unless otherwise stated, is the waiver authority for this instruction. Waivers may be issued for a maximum of one year or until this instruction is superseded, whichever occurs first. Forward a copy of any waivers to NAF and MAJCOM/DOT (or the equivalent). ARC units will forward a copy to gained NAF/DO. ANG units will forward copy to NGB/XO

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**TABLES**

<b>Table 1.1. Minimum Flying Unit Supervision Requirements</b>				
<b>Type of Operation</b>	<b>SOF Location</b>	<b>TOP-3 Location</b>		<b>SDO Location</b>
	<b>All Aircraft</b>	<b>Fighter</b>	<b>Non-fighter</b>	<b>All Aircraft</b>
Daily Flying Ops	Duty Location <sup>1</sup>	Squadron <sup>2</sup>	Available <sup>4</sup>	N/A
Reduced Flying Ops	N/R	Squadron <sup>2</sup>	Available <sup>4</sup>	N/A
Off Station Sorties	N/R	N/R	N/R	Available <sup>4</sup>
Out of Local Area Ops	N/R	Squadron <sup>2</sup> / Available <sup>5</sup>	Available	N/A
(Re)Deployment $\leq 4$ A/C	N/R	Squadron <sup>2</sup>	Available <sup>4</sup>	N/A
(Re)Deployment $\geq 5$ A/C	Duty Location <sup>1</sup>	Squadron <sup>2</sup>	Available <sup>4</sup>	N/A
Deployed Operations	If required, Duty Location <sup>3</sup>	Deployed Ops Facility <sup>2,3</sup>	Available <sup>3,4</sup>	N/A
Cross Country Dept/Return	N/R	Squadron <sup>2</sup>	Available <sup>4</sup>	N/A
FCF	N/R	Per unit supplement	Per unit supplement	N/A
Air Defense Scrambles	N/R	N/R	N/R	N/R
<p><b>Note 1:</b> Duty Location as directed by para 10 and unit supplement.</p> <p><b>Note 2:</b> The designated supervisor will be in the unit operations complex and can be immediately contacted/summoned by telephone, pager, radio or intercom.</p> <p><b>Note 3:</b> For deployed operations, the DETCO will coordinate with host base OG for supervision requirements. This may involve integrating into the host base SOF and/or Top-3 program.</p> <p><b>Note 4:</b> The designated supervisor can be immediately reached by telephone, pager, or radio.</p> <p><b>Note 5:</b> Extended operations out of local area requires the Top-3 to be in the squadron until 45 min after departure and 45 prior to arrival.</p>				

**Attachment 1****SOF PROCEDURAL/EMERGENCY CHECKLISTS**

The SOF will have available a Procedural Checklist that includes detailed instructions for the following (if applicable):

1. Opening
2. SOF Changeover
3. Closing
4. OG/CC notification
5. Aircraft emergency
6. Barrier engagement
7. Emergency divert
8. Weather recall
9. Change of runway
10. Runway closure
11. Anti-hijack
12. Communications search
13. Aircraft dispersal
14. Controlled bailout
15. Hung ordnance
16. Bird condition
17. Controlled jettison
18. Hydrazine spill/exposure
19. Hot brakes
20. Aircraft crash
21. Alert Force Exercise/Scramble (if applicable)
22. Contractor/depot emergency telephone numbers
23. Telephone numbers for applicable regional SOFs.
24. Telephone numbers for local FAA flight service, local terminal radar facility, and other local control towers/SOFs

**Attachment 2****CONFERENCE HOTEL PROCEDURES**

A2.1. CONFERENCE HOTEL procedures have been established so expert technical advice is available to an aircrew, SOF or other supervisor to assist in the recovery of a serious in-flight emergency. These procedures can put the OG/CC, SOF, Top-3, or Ops Supervisor directly in contact with a representative from ALC or the contractor.

A2.2. The following contractor or Air Logistics Center (ALC) numbers provide a link to the most knowledgeable maintenance/engineering personnel for each weapons system. The SOF, or other supervisor, should not hesitate to call the emergency assistance number. Once the terms "placing a CONFERENCE HOTEL call" is expressed, the person receiving the call will put the SOF in contact with the appropriate experts.

A2.3. To initiate this call, the following information should be provided by the caller:

- Indicate you are initiating a (simulated/actual) **CONFERENCE HOTEL** call for a serious in-flight emergency.
- Caller's name/telephone number/base.
- Type Aircraft.
- Nature of problem: *In all cases, stress to the person(s) contacted that the problem involves an AIRBORNE EMERGENCY and technical assistance is required.*

A2.4. The following is the list of Air Logistics Centers and locations:

OC-ALC: Oklahoma City, OK (Tinker AFB)  
OO-ALC: Ogden, UT (Hill AFB)  
SA-ALC: San Antonio, TX (Kelly AFB)  
SM-ALC: Sacramento, CA (McClellan AFB)  
WR-ALC: Warner Robins, GA (Robins AFB)

A2.5. Specific Aircraft Paragraphs

<u>MDS</u>	<u>Para</u>	<u>MDS</u>	<u>Para</u>	<u>MDS</u> .....	<u>Para</u>
<b>A/AO-10</b> .....	A2.5.1	<b>C-27</b> .....	A2.5.9	<b>F/EF-111</b> .....	A2.5.18
<b>B-1</b> .....	A2.5.2	<b>C-130</b> (all variants) .....	A2.5.10	<b>F-117</b> .....	A2.5.19
<b>B-2</b> .....	A2.5.3	<b>C-141</b> .....	A2.5.11	<b>Helicopters</b> .....	A2.5.20
<b>B-52</b> .....	A2.5.4	<b>E-3</b> .....	A2.5.12	<b>KC-10</b> .....	A2.5.21
<b>C-5</b> .....	A2.5.5	<b>E-4</b> .....	A2.5.13	<b>KC-135</b> .....	A2.5.22
<b>C-9</b> .....	A2.5.6	<b>EC-135</b> .....	A2.5.14	<b>RC-135</b> .....	A2.5.23
<b>C-12</b> .....	A2.5.7	<b>F/RF-4</b> .....	A2.5.15	<b>T-37</b> .....	A2.5.24
<b>C-21</b> .....	A2.5.8	<b>F-15A/C/E</b> .....	A2.5.16	<b>T/AT-38</b> .....	A2.5.25
		<b>F-16</b> .....	A2.5.17	<b>U-2</b> .....	A2.5.26

**NOTE: Contact HQ ACC/DOTO for a list of home phone numbers (DSN 574-7788).**

**A2.5.1. A-10/OA-10:**

DUTY HOURS: Call SM-ALC @ DSN 633-6165/6166

NON-DUTY HOURS: Call SM-ALC Command Post @ DSN 633-2751 for

POCs: Lt Col Nelson, (916) 632-7831

Mr James Coviello, (916) 927-5754

**A2.5.2. B-1**

24 HOURS: Call Rockwell Deployed Aircraft Communications Center (DACC) at:

DSN: 336-3334  
COMMERCIAL: (405) 733-8600

**A2.5.3. B-2**

24 HOURS: Call Northrup-Grumman Rapid Evaluation and Correction Team (REACT) at:  
COMMERCIAL: (805) 266-5700  
Red Phone: 43095

**A2.5.4. B-52**

24 HOURS: Call Boeing IN-FLIGHT EMERGENCY 1-800-721-0422

**A2.5.5. C-5**

24 HOURS: Call SA-ALC Control Room @ DSN: 945-8781

**A2.5.6. C-9**

24 HOURS: Call Douglas Aircraft Inservice Coordination Center--(310) 497-5801

**A2.5.7. C-12**

DUTY HOURS Call Beach Aerospace Service, Madison, MS: (601) 856-2274

POCs: Mr Rich Giordano  
Mr Ron Pacchal

NON-DUTY HOURS Ask for a phone-patch to the POCs home.

ALTERNATE PROCEDURE: Call McConnell AFB operator: DSN 743-1110/1000

POC: Mr Rudy Berger: (316) 676-7887 / 7177 / 7178 (work)

**A2.5.8. C-21**

DUTY HOURS: Call McConnell AFB Operator @ DSN 743-1000/1110, ask for Learjet  
or call Learjet directly @ (316) 946-2870/2633

POCs: Mr Tolberd (316) 946-2217  
Mr Rierson (316) 946-2606

NON-DUTY HOURS: Learjet 24 Hour Emergency Tech Rep @ (316) 648-7013

**A2.5.9. C-27**

DUTY HOURS: Call Chrysler Technology's Airborne Services (CTAS) @ Howard AFB, Panama:  
Commercial--(011) (507) 284-3371; DSN--313 284-3371

POCs: Mr Keith Belt  
Mr John Martin

NON-DUTY HOURS: Call Howard AFB Command Post DSN 284-5663 ask for patch to POC's home.

ALTERNATE PROCEDURE (Conus): Call CTAS at Waco, TX: (817) 867-4022

POC: Mr Ricky Carroll

**A2.5.10. C-130** (All variants: C-130, EC-130E, EC-130H, HC-130)

DUTY HOURS: Call WR-ALC Command Post: DSN 468-6789

POCs: Col Ben Carter (C-130 SPO Director): 468-2322  
Mr Michael Hatcher (C-130 SPO Dep Director): 468-2322

NON-DUTY HOURS: Call WR-ALC Command Post: 468-6789

POCs: Col Ben Carter  
Mr Michael Hatcher

Lockheed Martin Technical Representatives

Primaries: J.T. Chonka: Work--(770) 494-7905  
L.T. Gonzales: Work--(770) 494-0335

Alternates: P.W. Dick: Work--(770) 494-2268  
C.W. Callen: Work--(770) 494-1735

**A2.5.11. C-141**

24 HOURS: Call WR-ALC Command Post: DSN 468-6789

POC: Col Jernigan: DSN 468-7066

**A2.5.12. E-3**

24 HOURS: Call Boeing IN-FLIGHT EMERGENCY 1-800-721-0422

**A2.5.13. E-4**

24 HOURS: Call Boeing IN-FLIGHT EMERGENCY 1-800-721-0422

**A2.5.14. EC-135:**

24 HOURS: Call Boeing IN-FLIGHT EMERGENCY 1-800-721-0422

**A2.5.15. F/RF-4**

DUTY HOURS: Call OO-ALC: DSN 777-6056

NON-DUTY HOURS: Call either POC:

POCs: Mr Joe McFarlane:

Mr Hal Bowcutt:

**A2.5.16. F-15**

24 HOURS Call St Louis Operator: DSN 693-1110

Ask for McDonnell Douglas Operator: Comm (314) 232-9999 State: "This is a CONFERENCE HOTEL call"

F-15C POCs: Mr Bath: (314) 232-2428 (work

Mr Burlingham: (314) 232-1938 (work

Mr Boudreau: (314) 234-0780 (work)

**A2.5.17. F-16**

*(Actual emergencies only)*

24 HOURS: Call Lockheed Fort Worth Company: DSN 940-1284, Comm (817) 763-2274

POCs: Mr Gwynne

Mr Smith

Mr Lamothe

Mr Worell

Mr Lichty

*(Inquiries and simulated emergencies)*

Lockheed Fort Worth Company Plant Operator: (817) 777-2000

**A2.5.18. F/EF-111**

*(Actual emergencies only)*

24 HOURS: Call Lockheed Fort Worth Company, DSN 940-1284, Comm (817) 763-2274

POCs: Mr Gwynne

Mr Smith

Mr Lamothe

Mr Worell

*(Inquiries and simulated emergencies)*

Lockheed Fort Worth Company Plant Operator: (817) 777-2000

**A2.5.19. F-117**

DUTY HOURS: Call Holloman AFB: DSN 867-2032, Commercial (805) 475-2032

POC: Primary--Mr Rex Romhild

Secondary-- Mr Dennis Fernandez (aircraft systems) at (805) 572-3090

Mr Kenneth G. Gouseman (flight controls) at (805) 572-2750

NON-DUTY HOURS: (call direct):

Primary: Mr Rex Romhild (505) 682-2477

Secondary: Mr Dennis Fernandez (aircraft systems) at (805) 943-6469

Mr Kenneth G. Gouseman (flight controls) at (805) 269-8010

**A2.5.20. H-1/H-3/H-53/H-60**

24 HOURS: Call WR-ALC Command Post--DSN 468-6789

POC: Colonel Bishop

Work: DSN 468-2826

**A2.5.21. KC-10**

24 HOURS Call Douglas Aircraft Inservice Coordination Center: (310) 497-5801

**A2.5.22. KC-135**

24 HOURS Call Boeing IN-FLIGHT EMERGENCY: 1-800-721-0422

**A2.5.23. RC-135**

24 HOURS Call Boeing IN-FLIGHT EMERGENCY: 1-800-721-0422

**A2.5.24. T-37**

DUTY HOURS Call SA-ALC: DSN 945-4316, ask for POC

NON-DUTY HOURS Call SA-ALC Command Post: DSN 945-6906

POC: Col Mark Shackelford

Mr Hugo Stein

FMPO 171 (ask for standby individual)

**A2.5.25. T/AT-38**

DUTY HOURS Call SA-ALC: DSN 945-4316, ask for POC

NON-DUTY HOURS Call SA-ALC Command Post: DSN 945-6906

POC: Col Mark Shackelford

Mr Hugo Stein

FMPO 171 (ask for standby individual)

**A2.5.26. U-2**

DUTY HOURS: Call Beale AFB Comand Post @ DSN 368-5750/5705, Ask for U-2 Technical Reps  
or call direct: DSN 368-9186.

NON-DUTY HOURS: Call Beale AFB Command Post @ 368-5750/5705 and ask for POC:

POC: Mr Holtquist

**Attachment 3****SUPERVISOR OF FLYING CHECKLIST GUIDE**

**(This checklist is an example normal checklist, actual local checklist contents is at the discretion of the unit commander)**

**NORMAL PROCEDURES**

1. Report to duty location NLT 30 minutes prior to first scheduled takeoff.
2. Review and sign off FCIF/SOF read file.
3. Review daily flying schedule.
4. Ensure all ramps, taxiways, runways, and appropriate areas are inspected before the first flight of the day (Visual inspection by the SOF is not required if Airfield Management has performed the inspection).
5. Inspect SOF kit/equipment for currency/operation.
6. Obtain current information on:
  - a. Weather:
    - (1) Local
    - (2) Divert bases
    - (3) Operating areas/ranges
    - (4) Low-level routes
  - b. Airfield status (local and divert bases)
    - (1) Active runway
    - (2) Barriers
    - (3) RCR
    - (4) NOTAMs
    - (5) NAVAIDs
    - (6) Airfield Lighting
    - (7) Bird activity
    - (8) Emergency response vehicle status
7. Brief the OG/CC or his designated representative on the airfield status, weather conditions, divert bases, unusual events, and the daily flying schedule.



**Attachment 4****LIST OF ACRONYMS AND ABBREVIATIONS**

ACC .....	Air Combat Command	MC.....	Mission Capable
ADO .....	Assistant Os Officer	MDS .....	Mission Design Series
AFB .....	Air Force Base	MR.....	Mission Ready
AFORMS.....	Air Force Operations Resource Management System	N/A .....	Not Applicable
AFI .....	Air Force Instruction	N/R .....	Not Required
AFRES.....	Air Force Reserves	NAF .....	Numbered Air Force
ANG .....	Air National Guard	NOTAMS.....	Notices to Airmen
ARC.....	Air Reserve Component	OG .....	Operations Group
ATC.....	Air Traffic Control	OG/CC.....	Operations Group Commander
CC .....	Commander	OPR .....	Office of Primary Responsibility
CONUS.....	Continental United States	PACAF .....	Pacific Air Forces
CT .....	Continuation Training	RCR .....	Runway Condition Reading
DETCO.....	Detachment Commander	RMU .....	Runway Monitoring Unit
DNIF .....	Duties Not to Include Flying	RSU .....	Runway Supervisory Unit
DSN.....	Defense Switching Network	SDO .....	Stand-by Duty Officer
FCF.....	Functional Check Flight	SFA.....	Single Frequency Approach
FCIF .....	Flight Crew Information File	SPO.....	System Program Office
FM.....	Frequency Modulation	SOF.....	Supervisor of Flying
FOUO .....	For Official Use Only	T.O.....	Tech Order Manual
HF.....	High Frequency	TOP-3 .....	Top Three
IAW .....	In Accordance With	USAFE.....	United States Air Forces Europe
IFE.....	In-Flight Emergency	VHF .....	Very High Frequency
LOA.....	Letter of Agreement	WG .....	Wing
MAJCOM .....	Major Command	WG/CC .....	Wing Commander